



Hanford 222-S Laboratory Analysis and Testing Services Procurement Pre-Proposal Conference

June 18, 2014

Agenda

- Introduction/Welcome – Bill Hensley
- Overview of the DOE Hanford Site and the 222-S Lab – Glyn Trenchard

Pre-Proposal Conference

- Purpose of the Pre-Proposal Conference – Chris Lockhart
- Basic Rules – Chris Lockhart
- Summary of the RFP – Chris Lockhart

Site Tour

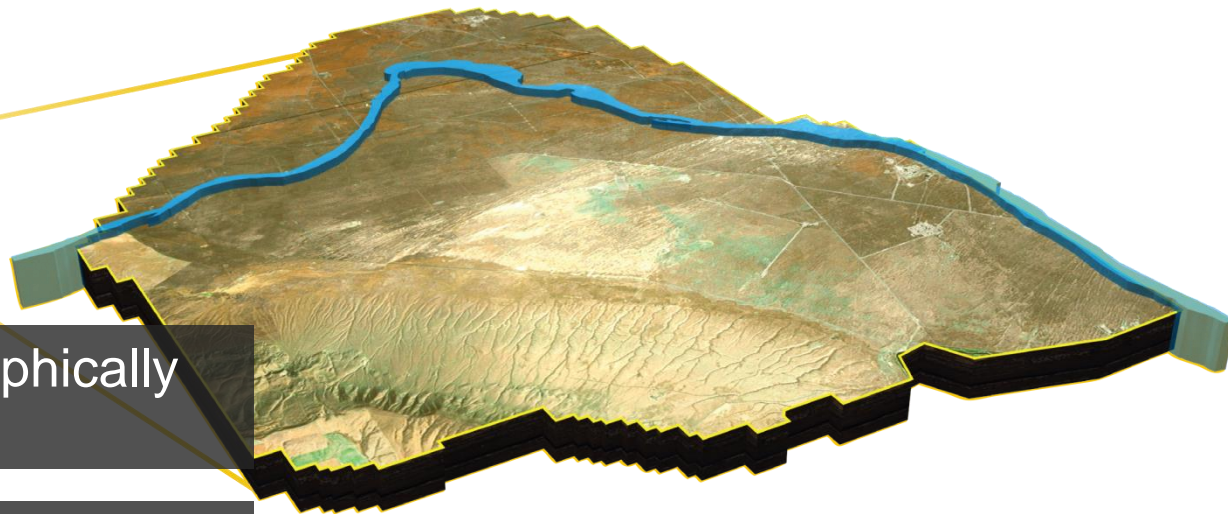
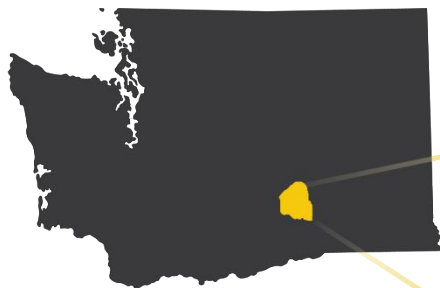
- Site Tour Logistics – Chris Lockhart

Overview of the DOE Hanford Site and the 222-S Laboratory

Glyn Trenchard, Deputy Assistant Manager Hanford Tank
Farms



Hanford 222-S Laboratory Analysis and Testing Services Procurement Pre-Proposal Conference



586 square miles, geographically
larger than Los Angeles

Key **Manhattan Project** and **Cold War**
Defense role: Plutonium production

2 Federal Offices:

- Richland Operations Office (River Corridor and Central Plateau cleanup)
- Office of River Protection (Tank Farm cleanup)

5 Major Primes:

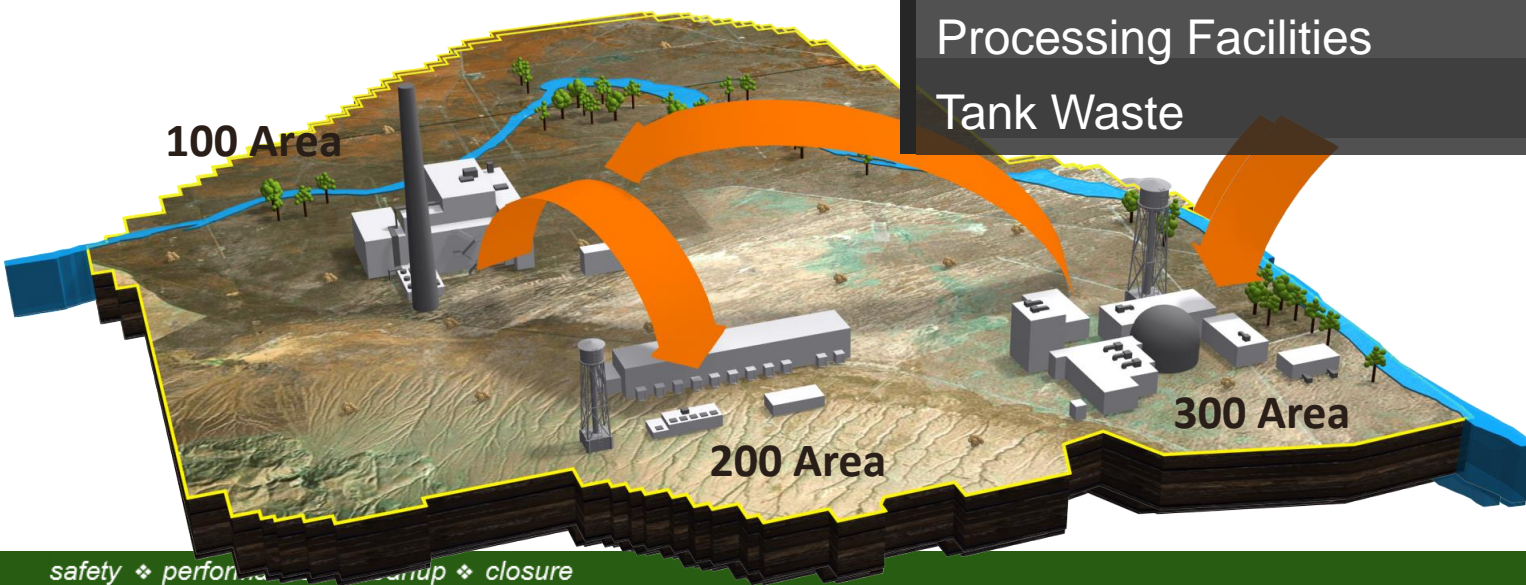
- CH2MHill Plateau Remediation Co
- Washington Closure Hanford
- Bechtel National, Inc.
- Washington River Protection Solutions
- Mission Service Alliance

Workforce:

About 9,000;
includes federal
employees and
cleanup
contractors

The Plutonium Production Process and Its Environmental Legacy

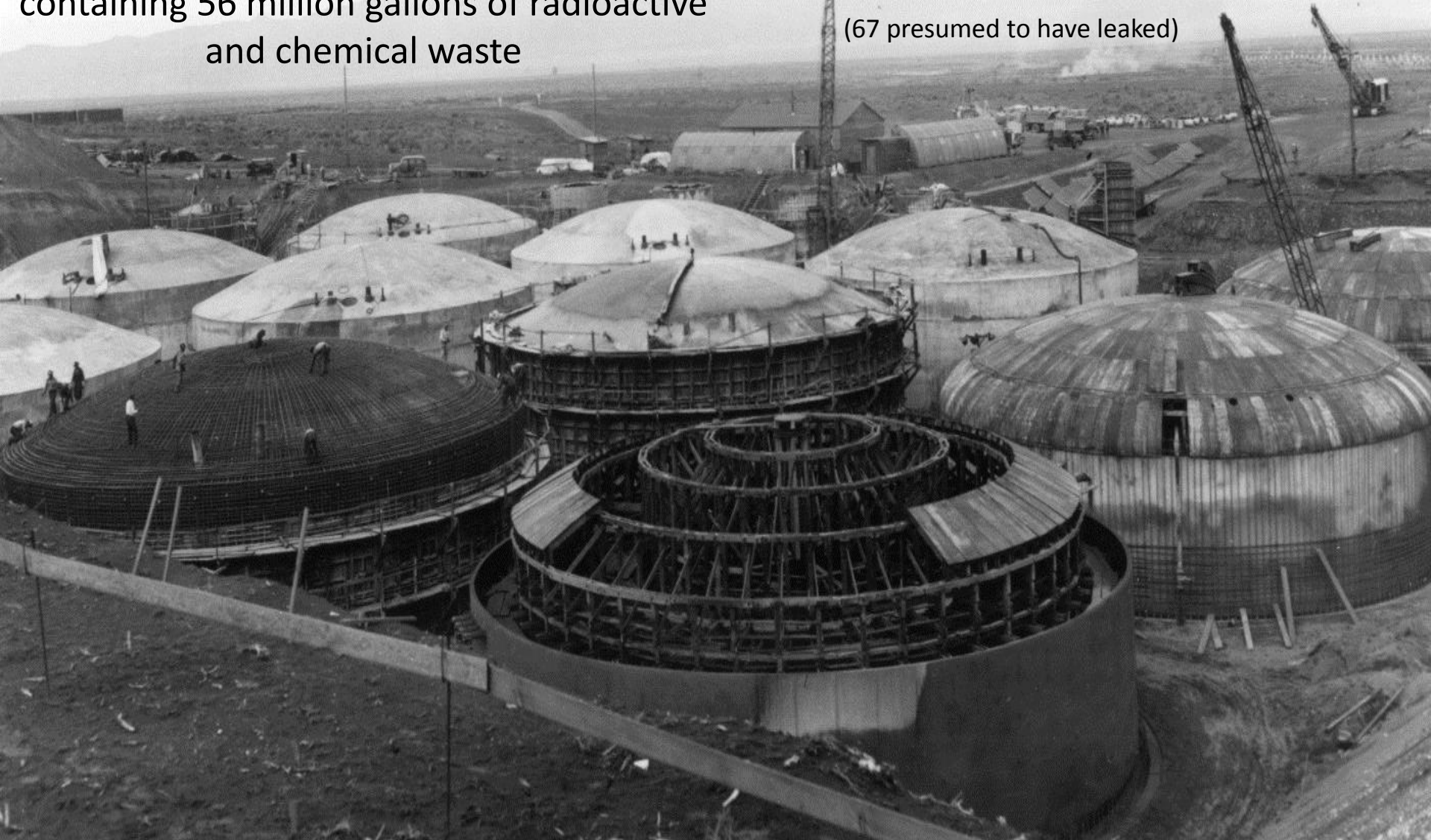
	100 Area
Spent Nuclear Fuel	●
Waste Sites	●
Contaminated Groundwater	●
Contaminated Structures & Facilities	●
Reactors	●
Nuclear Material	●
Burial Grounds	●
Processing Facilities	●
Tank Waste	●



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Hanford's Underground Waste Tanks
containing 56 million gallons of radioactive
and chemical waste

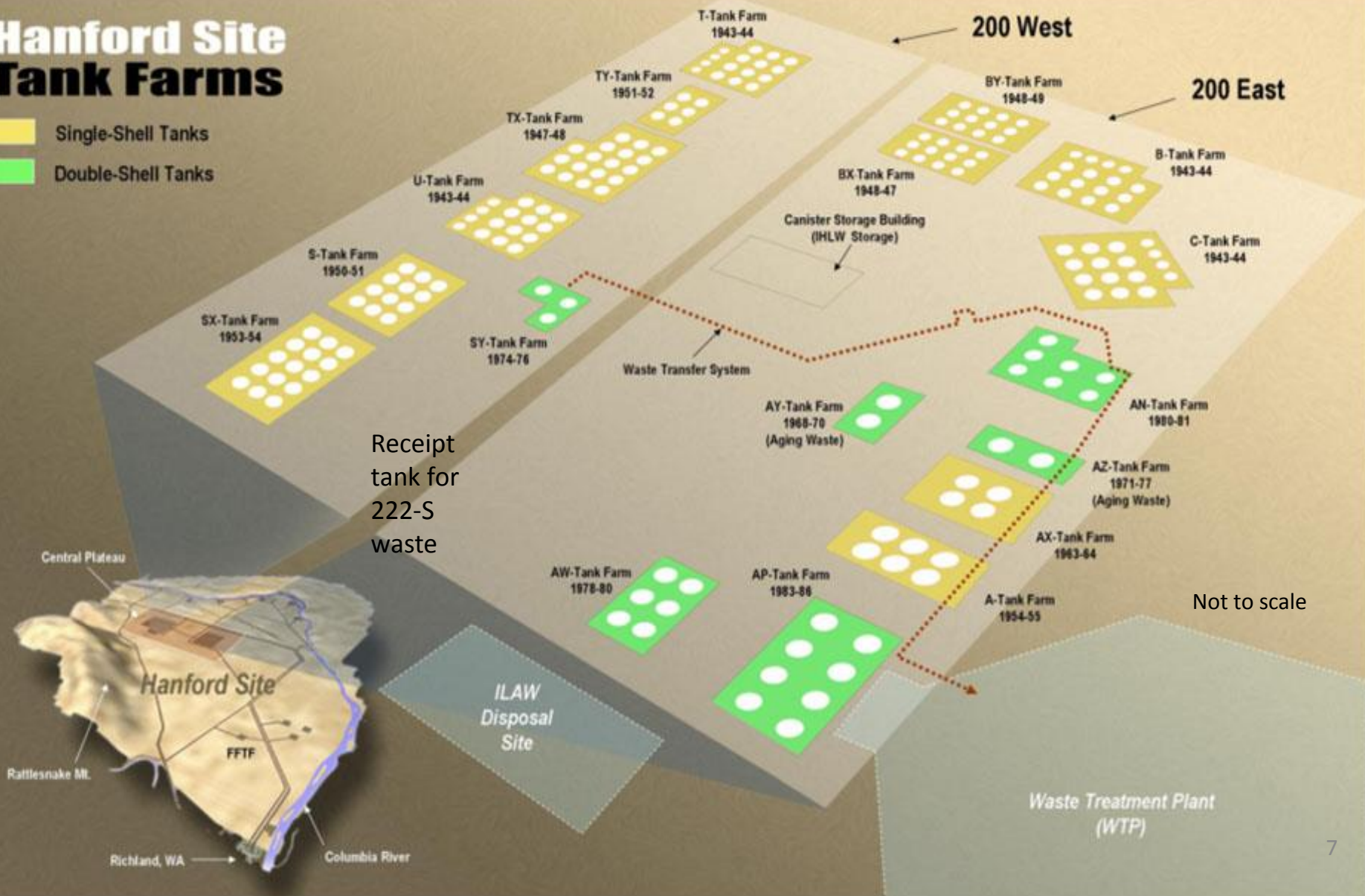
149 single-shell tanks built from 1943-1964
28 double-shell tanks built from 1968-1986
(67 presumed to have leaked)



Hanford 222-S Laboratory Analysis and Testing Services Procurement Pre-Proposal Conference

Hanford Site Tank Farms

- Single-Shell Tanks
- Double-Shell Tanks





Tank contents

- **Supernate (liquid)**
- **Salt Cake**
- **Sludge**

Waste Properties

- Temperatures range from 60 to 160 °F
- Highly caustic – dangerous to humans
- Moderate to high radioactivity
- Textures are similar to wet sand, salt lick, peanut butter, heavy sand, gravel
- No two tanks the same
- Can produce hydrogen gas

Solid tank waste sample



222-S Laboratory Overview

The 222-S Laboratory is operated by two contractors: the Lab Contractor and the Tank Operations Contractor (TOC)

The two contractors together employ about **175 analytical methods** to meet the diverse needs of Hanford Site customers

The facility has **70,000 square feet of laboratory space** which includes **11** operating Hot Cells

The 222-S is a **Hazard Category III Non Reactor Nuclear Facility**

Work is performed in compliance with **NQA-1, RCRA, and ISO 17025** protocols

The laboratory also maintains the ability to analyze low-level and non-radioactive samples in support of **TOC developmental activities**

The Laboratory is **accredited by Washington Dept of Ecology and American Industrial Hygiene Association**

Common 222-S Functions and Activities (Both Contractors)

Waste Characterization and Operation Support:

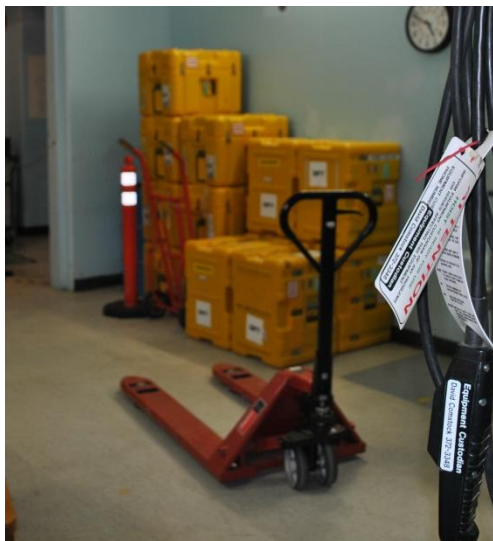
- Tank Waste Characterization
- 242-A Evaporator support including development of processing parameters and process control analysis
- Double Shell Tank integrity including caustic demand, corrosion rates
- Tank-to-tank compatibility analysis supporting transfers
- Single Shell Tank retrieval support
- Vadose sample analysis

Industrial Hygiene

- Analysis of vapors
- Beryllium analysis on potentially radioactive swipes

TOC Process Development, including studies of erosion/corrosion, particle size determination, caustic demand, hard heel studies.

Sample Transportation



“Big Bird” shipping
containers

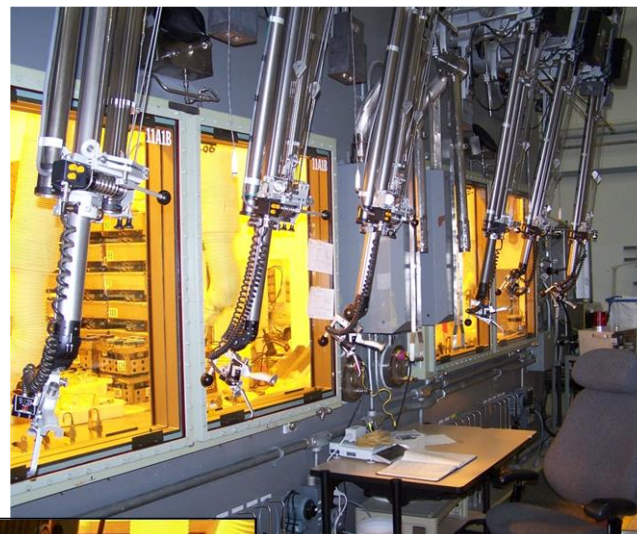


Overland Transfer
Casks

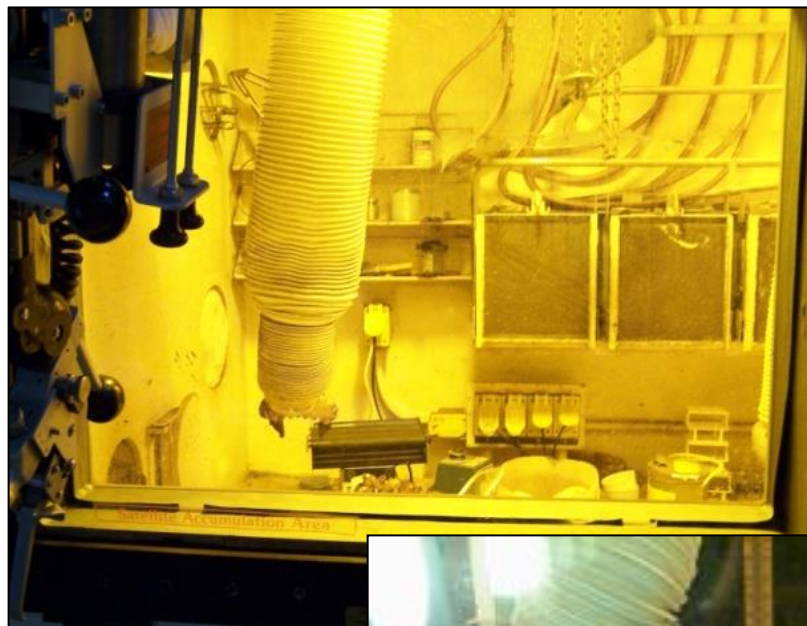


Pig shipping
containers

11-A Hot Cell



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Above: trays of
archived samples

Pre-Proposal Conference

Chris Lockhart
Contract Specialist, DOE-EMCBC

Purpose of the Pre-Proposal Conference

- To provide information to potential Offerors regarding preparation of their proposal.
- Point out certain important aspects of the RFP.
- “Visualize” physical description included in the Performance Work Statement (PWS).
- Goal at the end of the Pre-Proposal Conference – to have a better understanding of the Hanford 222-S Laboratory Analysis and Testing Services RFP.

Rules

- No audio or video recording of Pre-Proposal Conference is permitted.
- All questions must be submitted in writing. Questions can be written on the provided 3X5 note cards and placed in the question box or submitted to the Hanford Lab Procurement mailbox at hanfordlab@emcbc.doe.gov
- All questions and answers, the Pre-Proposal Conference briefing slides, List of Attendees, and Tour Briefing will be posted to the Hanford Lab webpage at www.emcbc.doe.gov/SEB/hanfordlab/.
- The terms and conditions of the RFP govern over any information presented today. Information presented here is at a summary level.
- Please put all cell phones and other communication devices on silent mode.
- All personnel must stay with their guides and obey all safety rules.

Overview of the RFP

- RFP posted to:
 - FedConnect (<https://www.fedconnect.net>)
 - Hanford Lab Web Page: www.emcbc.doe.gov/SEB/hanfordlab/
- Reference documents are available on the Hanford Lab Web Page. Some information is Official Use Only (OUO). Offerors are required to complete a vendor registration form following the instructions on the Web Page prior to access.
- Hanford Lab Procurement e-mail address: hanfordlab@emcbc.doe.gov
- Procurement Web Page includes:
 - RFP and Amendments
 - Reference Documents
 - Questions and Responses
 - Site Tour Information
 - Pre-Proposal Conference Information

Overview of the RFP (ctd.)

Request for Proposal Format:


- Sections A – J become the final contract.
- Section K - is incorporated by reference into Section H.
- Sections L and M - contain solicitation instructions and notices to Offerors and the basis of evaluation and award.

Overview of the RFP (ctd.)

Section A – Solicitation, Offer and Award:

- SF Form 33
- Offer
 - Offeror needs to complete Blocks 12-18.

Note: The proposal is not considered a valid offer unless the SF 33 is signed by a representative of the entity making the offer [e.g., if forming a new legal entity to perform the contract such as a LLC or joint venture, the individual signatures of the representative(s) or member company is needed].

10. FOR INFORMATION CALL: 	A. NAME		B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS
	Christopher A. Lockhart		AREA CODE 513	NUMBER 744-0996	EXT.	christopher.lockhart@emcbc.doe

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
<input checked="" type="checkbox"/>	A	SOLICITATION/CONTRACT FORM	2	<input checked="" type="checkbox"/>	I	CONTRACT CLAUSES	36
<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS	10	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECS./WORK STATEMENT	28	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	350
<input checked="" type="checkbox"/>	D	PACKAGING AND MARKING	2	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input checked="" type="checkbox"/>	E	INSPECTION AND ACCEPTANCE	2	<input checked="" type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	13
<input checked="" type="checkbox"/>	F	DELIVERIES OR PERFORMANCE	4				
<input checked="" type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA	5				
<input checked="" type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS	40	<input checked="" type="checkbox"/>	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	38
				<input checked="" type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	6

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232.8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B. TELEPHONE NUMBER			15C. CHECK IF REMITTANCE ADDRESS <input type="checkbox"/> IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE	NUMBER	EXT.			

AWARD (To be completed by government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
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Overview of the RFP (ctd.)

Section B – Supplies or Services and Prices/Costs:

- Hybrid Contract to include Fixed Price with Award-Fee, Labor-Hour and Cost Reimbursement Contract Line Items (CLINS).
- The Offeror will propose a fixed price for contract Transition Activities.
- Routine Analytical Services will be covered under the Fixed Price CLINS. Normal profit should be included in the CLINS. Award Fee is available only for work covered under these Fixed Price CLINS and is for the purpose of incentivizing the contractor towards exceptional performance.
- Surge Analytical Services will be covered under the Labor-Hour CLINS. Normal profit should be included in the Fixed Unit Rates.
- Pensions and Other Benefit Plan costs will be covered under the Cost Reimbursement CLINS. DOE has provided a Lump Sum.

Overview of the RFP (ctd.)

CLIN	SCHEDULE OF SUPPLIES/SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED AMOUNT
00001	Contract Transition – Fixed Price	1	Lump Sum		\$ _____
00002	Routine Analytical Services ¹ – Fixed Price	22	Months	\$ _____	\$ _____
00003	Award Fee ²	1	Lump Sum		\$ _____
00004	Surges in Analytical Services ³ – Labor Hour	1	Lump Sum ⁵		\$ _____
00005	Pensions and Other Benefit Plans ⁴ – Cost Reimbursement	1	Lump Sum		\$ 3,473,500.00
	Total Price – Base Period				\$ _____

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PERFORMANCE PERIOD	AVAILABLE AWARD FEE
3 through 12 Months from the end of Contract Transition ²	Subtotal A: \$ _____
13 through 24 Months from the end of Contract Transition ²	Subtotal B: \$ _____
Total Available Award Fee CLIN 00003 (Subtotal A and Subtotal B)	\$ _____

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Base Period – Months 3 through 12			
Labor Category	Estimated Direct Productive Labor Hours (DPLH)	Fixed Unit Rate	Extended Amount
Hot Cell Supervisor	100	\$ _____	\$ _____
Project Coordination Supervisor	100	\$ _____	\$ _____
Sr. Project Coordinator	100	\$ _____	\$ _____
Project Coordinator	100	\$ _____	\$ _____
Sr. Chemical Technologist	100	\$ _____	\$ _____
Chemical Technologist	800	\$ _____	\$ _____
Sr. Scientist	400	\$ _____	\$ _____
Scientist	400	\$ _____	\$ _____
Program Administrator	100	\$ _____	\$ _____
Subtotal			\$ _____
Base Period – Months 13 through 24			
Labor Category	Estimated DPLH	Fixed Unit Rate	Extended Amount
Hot Cell Supervisor	100	\$ _____	\$ _____
Project Coordination Supervisor	100	\$ _____	\$ _____
Sr. Project Coordinator	100	\$ _____	\$ _____
Project Coordinator	100	\$ _____	\$ _____
Sr. Chemical Technologist	100	\$ _____	\$ _____
Chemical Technologist	800	\$ _____	\$ _____
Sr. Scientist	400	\$ _____	\$ _____
Scientist	400	\$ _____	\$ _____
Program Administrator	100	\$ _____	\$ _____
Subtotal			\$ _____
Total Not to Exceed Price – CLIN 00004	Insert this Amount in CLIN 00004 above.		\$ _____

Overview of the RFP (ctd.)

Section C – Performance Work Statement (PWS):

Contract Purpose: To perform the analytical services production functions of receiving, handling, analyzing, storing samples, performing special tests, and reporting results to the contractors of DOE at the Hanford Site. Sample are primarily from Hanford's underground tanks and consist of highly radioactive materials in gas, liquid, or semi-solid matrix form.

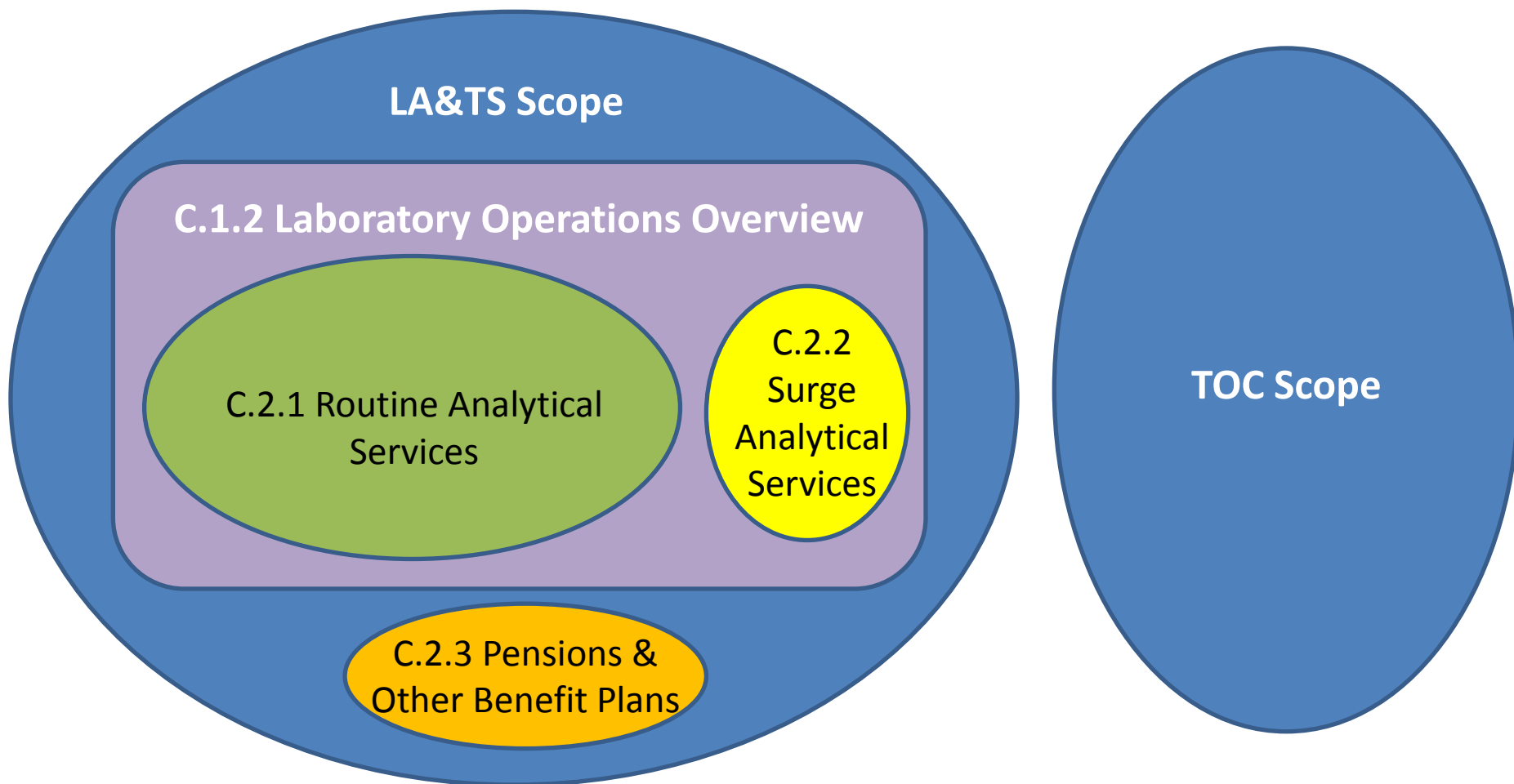
Typical Samples Analyzed at 222-S

- Tank waste sampling events (liquid, solid, salt cake, & mixtures)
- Vadose zone sampling (soil)
- Evaporator feed (supernate) and boildown
- Beryllium testing (swipes and other materials)
- Plutonium Finishing Plant demolition materials
- Industrial Hygiene monitoring (vapor tubes, air grab samples)
- Groundwater monitoring (highly contaminated liquids)
- Emergent work (discovered contamination, leaked materials)

Section C.1: OVERVIEW OF 222-S LABORATORY SERVICES

- Analytical Operations (C.1.2.1), including management of chemicals and supplies used at the Lab
- Development of Lab Standards & Reagents (C.1.2.2)
- Development of new analytical methods (C.1.2.3)
 - For instruments the TOC has purchased for the Lab. Recent examples:
 - PerkinElmer Tri-Carb Liquid Scintillation Analyzer
 - TurboVap Concentrator
 - To meet customers' needs for new analytical capabilities. Recent examples:
 - Determination of Tc-99 in Soil by Extraction with TEVA Resin
 - Pu/Am/Th by Vacuum Box Extraction
- Sample Archiving (C.1.2.4)
- Workload and Customer Interface Management (C.1.2.5)
 - Work with customers to develop Service Level Agreements
 - DOE to review and approve SLAs within 30 days
 - SLAs do not need to estimate the dollar value of the services (scope was in draft RFP, since removed)

Activities at the 222-S Laboratory



Section C.2 SCOPE ALLOCATION

C.2.1 ROUTINE ANALYTICAL SERVICES (FFP SCOPE WITH AWARD FEE)

- Management and Administration (C.2.1.1)
 - Monthly reporting to DOE
- Environmental Compliance (C.2.1.2(a))
 - TOC is responsible for most compliance functions at the 222-S Lab
 - Contractor is required to develop & maintain an Environmental Management System conforming to ISO 14001 and compatible with TOC's EMS
- Waste Management (C.2.1.2(b))
 - Contractor is Generator; TOC is Disposer.
 - Contractor is responsible for cleaning up its own spills

Section C.2 ROUTINE ANALYTICAL SERVICES (FFP SCOPE WITH AWARD FEE) (ctd)

- Safety and Health (C.2.1.3)
 - Safety always has priority over production!
 - Practice good housekeeping
 - Develop & implement an Integrated Safety Management System (ISMS)
 - Comply with applicable sitewide safety standards and safety & health programs
 - Examples: Lockout/tagout, Hanford Site Respiratory Protection Program, Stop Work Procedure
 - Prepare a Worker Safety and Health Plan
 - Monitor and maintain records of employee exposures
 - Promote a positive safety culture

Section C.2 ROUTINE ANALYTICAL SERVICES (FFP SCOPE WITH AWARD FEE) (ctd)

- Safeguards, Security, and Emergency Services. (C.2.1.5) Contractor's role is to maintain compliance and participate in existing programs.
 - Key Contractor responsibility: safeguard Category IV quantities of special nuclear materials kept at the 222-S Lab.
- Interface Management (C.2.1.6)
- Records Management (C.2.1.7)
- Training (C.2.1.8)
- Contract Transition (C.2.1.9)
- Government Furnished Facilities, Property, and Services (C.2.1.10)

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Interface Management / Externally Provided Services Sections C.2.1.6 and C.2.1.10; Attachment J.3

Overview:

- The Contractor provides office supplies and people to the Lab; DOE and other site contractors provide everything else
- Attachment J.3 *Hanford Site Services and Interface Requirements Matrix* sets out the details of contractor interfaces, and is the same across Hanford prime contracts.

Payment models to be used by the Contractor to obtain services:

- Some Mission Support Contract (MSC) Services are provided at no cost to the Contractor. Examples: Badging, Safeguards & Security Program Management, Roads & Grounds, Seismic Monitoring
- Some MSC Services are charged to the Contractor based on usage. Examples: Courier, Network, Pager, Telephone Services
- DOE direct-funds Occupational Medical Services on this contract (exception: no-show charges will be billed to the Contractor)
- TOC provides services at the Laboratory as specified in applicable parts of Section C. Examples: Rad Techs, utilities, hazardous waste disposal.

Contract Transition: Section C.2.1.9

- Transition starts when DOE issues the Notice to Proceed (NTP)
- The Contractor delivers its Transition Plan to DOE within 7 days of NTP
- Transition lasts 60 days and is part of the 2 year contract base period
- During transition, the incumbent contractor remains on the job
- The incoming Contractor will need to provide its own office space and personnel necessary to conduct all transition activities
- Many other deliverables are due to DOE during this period; see C.2.1.9
- At the end of transition, the incoming Contractor assumes full responsibility for the Contract work scope.

Section C.2.2 SURGE ANALYTICAL SERVICES (Labor Hour Scope)

- This section may be used if a “surge” occurs requiring increased labor hours and/or additional staff
- A “surge” *may* be triggered by:
 - Customer requirements in excess of the capacity of workforce described in the Staffing Plan, Attachment J.12, when need-by dates allow for no reasonable resource-leveling strategy
 - An emergent event requiring analytical support in excess of expected levels
- Even when workload does not exceed the capacity of Contractor staff, the CO may nonetheless authorize use of this section under special circumstances
- Before performing work that will be invoiced under the Labor-Hour CLINs, the Contractor *must* obtain authorization from the CO
- Payment will NOT be authorized if Contractor staff assigned to Routine Work Scope is not in accordance with the staffing plan provided in Attachment J.12.

Section C.2.3 PENSIONS AND OTHER BENEFIT PLANS (Cost Reimbursement Scope)

- The Contractor shall manage pensions and other employee benefit plans in accordance with Section H clauses entitled “Pension and Benefit Plans” and “Post-Contract Responsibilities for Pension and Other Benefit Plans.”

(this will be discussed in more detail in the part of this presentation covering Section H)

Overview of the RFP (ctd.)

Section F – Deliveries or Performance:

- Base period of performance is twenty-four months from the written notice to proceed. The base period is inclusive of the two month transition period.
- Contract includes three one-year option periods to be exercised unilaterally.

Overview of the RFP (ctd.)

Section H – Special Contract Requirements:

Contractor Human Resource Clauses:

- Pension and Benefit Plans (H.02)
- Incumbent Employees Benefit Plans, and Approval for Subcontractors to Participate in the Plans (H.04)
- Labor Relations (H.06)
- Collective Bargaining Agreement (H.07)
- Workforce Restructuring (H.08)
- Workers Compensation (H.09)

Section H – Special Contract Requirements:

Pension and Benefit Plans (H.02)

- **Thoroughly examine the requirements of this section**
- **Contractor will be required to become a Sponsor to certain Hanford Site Benefit Plans and to provide Market Based or Corporate benefit plans as well**
 - **Benefits for “Incumbent Employees,” as defined by the Contract, will be under the Hanford Site Plans**
 - **Benefits for “Non-Incumbent Employees,” as defined by the Contract, will be under the Contractor’s Market Based or Corporate Plans**
- **Becoming a Sponsor to the Plans subjects the Contractor to the requirements of Employee Retirement Income Security Act of 1974 (ERISA), and the Internal Revenue Code**
- **Questions or concerns with Sponsorship should be directed to your ERISA Attorney, Actuary, or Accountant**

Section H – Special Contract Requirements:

Pension and Benefit Plans (H.02) cont.

- **Costs associated with “Incumbent Employees” benefits will be reimbursed by the Department**
- **Costs for “Non-Incumbent Employees” benefits should be included in the Contractor’s fixed price bid**

Section H – Special Contract Requirements:

Incumbent Employees Benefit Plans, and Approval for Subcontractors to Participate in the Plans (H.04)

- **This section describes the process to be followed if a Subcontractor hires workers who meet the definition of an “Incumbent Employee”**

Section H – Special Contract Requirements:

Labor Relations (H.06)

- Current bargaining unit workforce is represented by the Hanford Atomic Metal Trades Council (HAMTC)
- If the Contractor is a “Successor” as defined by applicable Labor Statutes, the Contractor must recognize the bargaining unit (HAMTC) and negotiate a Collective Bargaining Agreement (CBA)
- HAMTC represents employees with four other Hanford Contractors with similar CBA provisions that may affect operations (e.g., Site-Wide Seniority)
- The Contractor must obtain Contracting Officer approval of economic parameters defined in the Contract prior to commencing negotiations
- Questions on applicable Labor Statutes (e.g., Successorship) should be directed to your Labor Attorney

Section H – Special Contract Requirements:

Workforce Restructuring (H.08)

- Workforce reductions require a 30-day advance notification
- Workforce reductions must meet all regulatory requirements (e.g., FAR 52.222-26, Executive Order 11246)
 - If a “Successor” Contractor as defined by applicable Labor Statutes, the Contractor must adhere to Collective Bargaining obligations
- Retraining Cost – If the Contractor is a “Successor” as defined by applicable Labor Statutes and if its newly negotiated CBA retains the Site-Wide Seniority provision, workforce reductions conducted by Other Hanford Contractors with the same HAMTC job classifications (e.g., Chem Techs) may impact the successor contractor with additional retraining costs.

Example: Contractor “A” reduces their workforce by 4 Chem Techs and 2 have seniority over Chem Techs working on the 222-S Contract. The 2 Contractor “A” Chem Techs with seniority will displace the 2 employees working on the 222-S Contract who have less seniority. The 2 less senior Chem Techs working on the 222-S Contract will be laid off and the 222-S Contractor will need to retrain the 2 newly acquired employees.

Section H – Special Contract Requirements:

Workers' Compensation (H.09)

- **Contractor employees will be covered under DOE's State of Washington Self-Insurance**

Overview of the RFP (ctd.)

Section H – Special Contract Requirements:

- Key Personnel (H.24)
- Performance Guarantee Agreement (H.41)
- Responsible Corporate Official (H.42)
- Partnering (H.46)

Section H – Special Contract Requirements:

Key Personnel (H.24)

- **A change to key personnel is defined as any change to the position assignment that lasts more than 30 working days.**
- **“Beyond Contractor’s Control” means an event that causes a change to key personnel that the contractor had no authority or with legal authority to prevent.**
- **Contractor shall notify CO 60 days in advance of any changes to Key Personnel. No change to Key Personnel without prior written approval by CO.**
- **No Key Person position shall remain vacant for a period more than 30 days.**
- **Key Personnel shall not be removed, replaced or diverted by the Contractor for reasons under the Contractor’s control within one (1) year of performance from the date of assuming full responsibility for the PWS**

Section H – Special Contract Requirements:

Performance Guarantee Agreement (H.41)

- **The Contractor's parent organization(s) or all member organizations if the Contractor is a joint venture, limited liability company, or other similar entity, shall guarantee performance of the contract.**
- **If the Contractor is a joint venture, limited liability company, or other similar entity where more than one organization is involved, the parent(s) or all member organizations shall assume joint and severable liability for the performance of the contract.**
- **If one of the signatories goes into bankruptcy proceedings, the Contractor shall furnish a written notification to the Contracting Officer.**

Section H – Special Contract Requirements:

Responsible Corporate Official (H.42)

- The Responsible Corporate Official is the person who signs the Performance Guarantee Agreement.
- This is the person who has sole corporate (parent company(s)) authority and accountability for Contractor performance.
- DOE may contact, as necessary, the single Responsible Corporate Official identified regarding Contract performance issues.
- Shall identified each member of the Corporate Board of Directors that will have corporate oversight. DOE may contact, as necessary, any member of the Corporate Board of Directors, who is accountable for corporate oversight of the Contractor organization and key personnel.

Section H – Special Contract Requirements:

Partnering (H.46)

- **Government proposes to form a cohesive partnership with the Contractor.**
- **Focus on doing business based upon trust, dedication to common goals, and an understanding and respect of each other's expectations.**
- **Work as a team to achieve successful project execution.**
- **Seek an environment that nurtures team building cooperation, and trust.**
- **Participation in the partnership is voluntary. Any costs associated with formally creating this partnership will be agreed upon by both parties.**

Overview of the RFP (ctd.)

Section I – Contract Clauses:

- Incorporation of FAR and DEAR Clauses by reference and in full text
 - Please review carefully.

Notable Clauses Related to CHRM Clauses in Section H:

- I.44 FAR 52.222-17 Nondisplacement of Qualified Workers – There shall be no employment opening under a covered contract, and the contractor and any subcontractors shall not offer employment under such a contract, to any person prior to having complied fully with this obligation (29 CFR Part 9)
- I.51 FAR 52.222-41 - Service Contract Act

Overview of the RFP (ctd.)

Section J – List of Attachments:

- List of Applicable DOE Directives
- List of Deliverables
- Hanford Site Services and Interface Requirements Matrix
- Applications, Permits and Notice of Construction
- Department of Labor Wage Determinations
- Hanford 222-S Documented Safety Analysis
- DOE EM FY 2014 Annual Performance Agreement
- Government Furnished Property List
- Performance Evaluation and Measurement Plan
- Executed Performance Guarantee Agreement
- Acronym List
- Staffing Plan
- Hanford Site Data Systems

Overview of the RFP (ctd.)

Section K – Representations, Certifications, and Instructions:

- Offerors complete and submit all of the fill-in information provided in Section K. Failure to provide the requested information may make the offer unacceptable for award.
- *Offeror must be registered in the System for Award Management (SAM)**

Overview of the RFP (ctd.)

Section L – Instructions, Conditions, and Notices to Offerors

- Offer Acceptance Period – 360 Calendar Days
- No reimbursement for any proposal costs
- Questions Concerning the RFP will be accepted up to July 10, 2014
- Optional courtesy to provide DOE with a “Notice of Intent to Propose” within 10 days of proposal date. Send to Christopher.lockhart@emcbc.doe.gov
- Proposals won’t be returned.
- Exceptions / Deviations to the solicitation are not sought and DOE is under no obligation to enter into discussions.
- Only one award is anticipated.

Overview of the RFP (ctd.)

Section L – Instructions, Conditions, and Notices to Offerors

- Acquisition completely set-aside for small businesses under NAICS 562910, Environmental Remediation Services – Size Standard 500 Employees.
- Offerors may contact current incumbent employees about future employment EXCEPT where prohibited by law. Contacts shall be made ONLY after normal working hours.
- ONLY the Contracting Officer (CO) can commit the Government to the expenditure of public funds.

Overview of the RFP (ctd.)

Section L – Instructions, Conditions, and Notices to Offerors

All Proposal Preparation Instructions – General (Provision L.31)

- Format, Fonts, Page and Size Limitations
- Definitions
- Electronic Submission
- Cross reference matrix
- Table of Contents
- Glossary
- Cover letter
- Three (3) Separate Volumes; number of copies

Overview of the RFP (ctd.)

Section L – Instructions, Conditions, and Notices to Offerors

Volume I (Provision L.33) Shall Contain:

- Fully executed SF 33 (Section A of the solicitation)
- Representations, Certifications and Other Statements
- Foreign Ownership Control or Influence
- Organizational Conflicts of Interests Disclosure
- Joint Venture or LLC or Other Teaming Arrangements
- Contractor Compliance with Limitations on Subcontracting
- Amendments to the RFP
- Rights to Proposal Data
- Performance Guarantee
- Recognition of Performing Entity / Corporate Governance
- Equal Opportunity Compliance Information

Overview of the RFP (ctd.)

Section L – Instructions, Conditions, and Notices to Offerors

Volume II (Provision L.33) Shall Contain

Technical Evaluation Criteria:

- Technical and Management Approach
- Past Performance
- Key Personnel and Organizational Structure
- Relevant Experience

Overview of the RFP (ctd.)

Section L – Instructions, Conditions, and Notices to Offerors

Volume III (Provision L.34) Shall Contain

- Transition Cost
- Firm Fixed Price
- Work Surges
- Award Fee
- Cost Reimbursement
- Accounting System Information

Overview of the RFP (ctd.)

Section M – Evaluation Factors for Award:

- The Government anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose proposal is responsive to the solicitation and is determined to be the best value and most advantageous to the Government.
- In determining best value to the government, the Technical Evaluation Criteria are significantly more important, when combined, than the evaluated price. The Government is more concerned with obtaining a superior technical proposal than making an award at the lowest evaluated price.

(Provision M.02)

Overview of the RFP (ctd.)

Section M – Evaluation Factors for Award:

Overall Relative Importance of Evaluation Criteria

- Criterion #1: Technical and Management Approach
- Criterion #2: Past Performance
- Criterion #3: Key Personnel and Organizational Structure
- Criterion #4: Relevant Experience

Criterion 1 and 2 are equal in importance and, when combined, are significantly more important than Criterion 3 and Criterion 4, which are also equal in importance.

Overview of the RFP (ctd.)

Section M – Price and Award Fee Evaluation Criterion:

- The Offeror's price proposal will not be point scored or adjectivally rated, but will be evaluated for completeness and price reasonableness to determine whether the proposed price reflects an understanding of the RFP requirements. The price evaluation will be based upon the Offeror's "Total Proposed Contract Price" which will be calculated using the arithmetic sum of the prices for Transition, Laboratory Services, award fee, labor-hour; and cost reimbursement CLINs in Section B.02, inclusive of option periods.
- The Government also may use any or all of the price analysis techniques and procedures described in FAR 15.404-1(b) to determine price reasonableness. An unreasonable or incomplete Price Proposal may not be eligible for award.

Overview of the RFP (ctd.)

Section M – Evaluation of Options

- Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

Overview of the RFP (ctd.)

- **Proposal Due:**
 - The electronic submission of the proposal through FedConnect at www.fedconnect.net constitutes the official proposal.
 - All Offers and Proposal Information, regardless of method of delivery, must be received on or before **July 17, 2014** by 4:00 p.m. Eastern Time
 - **Hard Copies To:**
U S. Department of Energy
ATTN: Chris Lockhart, Contract Specialist
110 Boggs Lane, Suite 450
Springdale, OH 45246
 - Any offers received at the Government office designated in the RFP after the exact time specified for receipt of offers is “late” and will **NOT** be considered.

Overview of the RFP (ctd.)

- **Questions:**
Submit to hanfordlab@emcbc.doe.gov up to **July 10, 2014.**
- **Hanford 222-S Lab Procurement Website:**
www.emcbc.doe.gov/SEB/hanfordlab

Site Tour

- **Tour of the 222-S Laboratory will meet at noon in the lobby of the Federal Building. Participants will be transported to the site via chartered bus.**
- **Visitors to the 222-S Lab must wear clothing that covers arms and legs. Shoes must be substantial without mesh or other openings.**